

LETTER OF INSTRUCTION

NUMBER: 04-2

Purpose

The Utah Department of Transportation is providing training for employees to improve job performance and increase career potential, through the Transportation Educational Program. (TEP)

Guideline

This guideline is to establish how much time the Department will allow for taking of classes in the TEP program, because most of the TEP classes are after general work hours.

1. Employees who are accepted and in good standing in the TEP program can count class time as part of their regular forty hour work week. No over time will be paid for any class time. If class time and work go beyond the forty hour work week that time will be on the employees own time.
2. Study time will be on employee's own time. Employees participating in tutoring provided by designated UDOT instructors are paid at straight time.
3. Use of state vehicles for travel to TEP class sites. Employees for travel to TEP class sites can only use state vehicles with approval by the Operations Engineer.